



COBB GALLERIA CENTRE GUIDELINES



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The Cobb-Marietta Coliseum & Exhibit Hall Authority operates Cobb Galleria Centre and Cobb Energy Performing Arts Centre and is a body corporate and politic created by the Georgia General Assembly for the purpose of acquiring, constructing operating and maintaining facilities for the general purpose of promoting cultural growth, education and welfare.

VISION

Transform everyday business and entertainment events into extraordinary experiences.

OUR MISSION STATEMENT

Be the Southeast's premier destination for mid-sized conventions, performing arts, and entertainment. We do this by continuing to:

- Provide our guests with innovative convention and performing arts venues, world-class personalized service, and unmatched event experiences
 - Provide economic and cultural benefit to the county, the region, and the state
 - Foster a rewarding, diverse work environment
-

SCHEDULING GUIDELINES

It is the responsibility of the Cobb Galleria Centre to operate the facilities in a sound business manner. Cobb Galleria Centre reserves the right to promote, solicit, develop and make reservations for any activity deemed appropriate to the Centre's objectives and to qualify all activities requesting use of the facility. Subject to the priorities outlined below, the Centre may exercise discretion in the issuance, modification or termination of scheduling commitments.

For activities that are considered to be competing for specialized local markets, Cobb Galleria Centre may, at its discretion, maintain a clearance period prior to an existing event and any similar event competing for essentially the same special market. However, no agreement with any user will be executed requiring a clearance period. Generally speaking, such special considerations do not apply to conventions and trade shows and other Category A activities (see below). However, the Centre shall have the right to establish a clearance period for highly competitive activities as deemed appropriate to the welfare of the Centre.

Category A: First priority for the scheduling of dates and space will be available to:

- Regional, national and international conventions, trade shows, corporate meetings and similar activities. These events generate significant attendance from outside the Atlanta metropolitan area and/or are not normally open to the general public
- Local special events that may be deemed appropriate to the overall sales objectives of the Cobb Galleria Centre

The facilities and date scheduling commitments for Category A events and activities may be made as far in advance as is necessary or appropriate and will supersede Category B and C events unless a lease agreement has been previously executed by the Centre and the client.

Category B: Second priority for the scheduling of dates and space will be available to:

- State conventions, consumer or public exhibitions, special events and banquets that essentially draw from, or appeal to, the general public and/or local attendees

The facilities and date scheduling commitments for Category B events and activities may be contracted up to twelve (12) months in advance.

Category C: Third priority for the scheduling of dates and space will be available to:

- Local corporate meetings, seminars, business meetings and similar activities that generate a local attendance. The space may be contracted for Category C events up to six months in advance

Preference: If alternative dates are offered to accommodate a first priority event, the Cobb Galleria Centre will give preference to long-standing annual public and commercial shows with a proven record of success and significant impact to the community over other second priority scheduling commitments.

EVENT SCHEDULING PROCESS

In the process of scheduling space and dates at the Cobb Galleria Centre, the following definitions shall apply:

First Option: Space and dates reserved on a first option basis are contingent upon the Scheduling Guidelines and may be superseded by a higher category event.

Tentative: Space and dates will be considered tentative once the Cobb Galleria Centre has issued a lease agreement to the client. The client is required to sign and return the agreement with the necessary deposit within fourteen (14) days of receipt.

Definite: Space and dates will be considered definite once the deposit has been received and the lessee and the Centre have signed the agreement.

DEPOSITS

A minimum deposit of thirty percent (30%) of the anticipated rental amount is required for all activities upon execution of a formal Cobb Galleria Centre Lease Agreement. First-time events, without a history at the Centre, may be required to remit up to one hundred percent (100%) of anticipated expenses prior to the event.

SUBLEASING

Leased space is to be used for purposes directly related to lessee's convention or trade show and shall not be assigned or sublet to other organizations. Such organizations will be required to make an independent lease agreement for space within Cobb Galleria Centre.

SERVICES

INCLUDED – BALLROOMS AND MEETING ROOMS (at no charge):

(Applicable for non-exhibit events, subject to availability and limited to inventory on hand)

- One daily, standard room set for theater, classroom, conference, u-shape, hollow-square or banquet seating, including chairs, tables and table linens
- American and State of Georgia flags
- Barstools
- Coat racks
- Daily room refresh
- Draped and skirted tables, excluding exhibitor tables
- Easels
- Floats (carts)
- House lighting
- HVAC during event hours
- Water stations upon request
- Digital signage listing on event day(s),
- Marquee posting on event day(s) – ballroom events only
- Lecterns and Podiums
- Risers
- Standard linens
- Wastebaskets
- Wheelchairs
- 20 amps of electrical service to one location in the event space
- Basic Wi-Fi access (when available)

ADDITIONAL – BALLROOMS AND MEETING ROOMS (fees apply):

- Additional power requirements
- Additional room sets
- Audiovisual requirements (power charges apply)
- Balloon removal
- Carpet shield
- Coat/luggage check
- Concert staging
- Dance floor
- Dedicated security personnel
- Extension cords
- Fire Marshal plan review, fire inspection, and fire watch, if applicable (penalty applies if plan is received within 21 days of event)
- Food and beverage
- High security locks
- Premium Wi-Fi and hard-wired Internet
- More than two (2) banner hangings
- Parking
- Power strips
- Production company move-in/move-out monitoring
- Shipping and receiving
- Specialty linens
- Telecommunications

Exhibit rates (page 7) apply when event space is utilized for exhibiting purposes

INCLUDED – EXHIBIT HALLS (at no charge):

(Applicable for all exhibit events, subject to availability and limited to inventory on hand)

- Barstools
- Coat racks
- House lighting (fluorescent)
- HVAC during show hours
- Lecterns and podiums
- Paging microphone
- Show lighting (metal halide) during show hours
- Basic Wi-Fi Access (when available)
- Marquee posting on event day(s)

ADDITIONAL – EXHIBIT HALLS (fees apply):

- Additional lighting sources - sodium, par and scoop* (Scoop in Halls A, B, C only)
 - Audiovisual requirements (power charges apply)
 - Balloon removal
 - Banner hangings (limited to 2 banners)
 - Chairs
 - Coat/luggage check
 - Compressed air
 - Concert staging
 - Dance floor, carpeted surface only
 - Dock management fee
 - Extension cords
 - First aid services
 - Fire marshal plan review, fire inspection, and fire watch, if applicable (penalty applies if plan is received within 21 days of event)
 - Food and beverage (including F&B driven functions)
 - High security locks
 - HVAC outside show hours, appropriate to weather conditions
 - Premium Wi-Fi and hard-wired Internet
 - Natural gas
 - Parking
 - Power requirements
 - Power strips
 - Riser(s)
 - Security personnel
 - Shipping and receiving
 - Show lighting (metal halide) outside show hours
 - Tables
 - Telecommunications
 - Trash hauls – one (1) haul per exhibit hall
 - Water and drain
- Additional labor rates may apply*

EXCLUSIVE SERVICES:

- Business center
- Compressed air
- Electrical service
- Fire inspection/watch
- First aid
- Food and beverage
- Information technology
- Natural gas
- Telecommunications
- Parking
- Water and drain

PREFERRED SERVICES:

Cobb Galleria Centre has established relationships for services commonly used in our facility. These vendors have a working knowledge of the facility, staff and guidelines. These vendors include: contract security, floral/décor and audiovisual.

Please contact the event coordinator for a complete list of preferred service providers. Additionally, visit our website at cobb Galleria.com for all order forms.

OPERATIONAL GUIDELINES

These operating policies and procedures serve as a guideline for all concerned and are in addition to regulatory codes, ordinances and laws governing events and building operations. They are subject to change.

Events or circumstances not covered may be subject to special consideration and stipulations as deemed appropriate by Cobb Galleria Centre. Any questions or requests for variations or exceptions should be submitted promptly to the event coordinator and must be approved in writing by the Centre. Additional fees may apply to the ancillary services outlined below.

Adhesive-backed Decals: Adhesive-backed decals and stickers may not be distributed or attached anywhere on the premises without written permission; however, 3M Command products may be used inside leased areas.

Americans with Disabilities Act: It is the responsibility of the lessee to follow all ADA guidelines within the leased areas.

Animals: Service animals are permitted at Cobb Galleria Centre. The ADA defines a service animal as any guide dog individually trained to aid an individual with a disability. This includes psychiatric service animals that are individually trained to provide service to individuals with psychiatric or neurological disabilities, such as preventing or interrupting impulsive or destructive behaviors. It does not include emotional support or comfort animals. Service animals must be harnessed, leashed or tethered at all times. A guest whose service animal poses a threat to the safety of other guests and employees may be asked to escort the animal off the premises. Service animals must use designated areas for relief purposes, and owners are responsible for clean-up. A cleaning fee may apply if the designated area is not utilized.

Audiovisual and Production Installations: All audiovisual/production companies must follow the below guidelines. The company must complete the acknowledgement section of the guidelines prior to move-in:

- Audiovisual/production companies must contact the Cobb Galleria Centre's in-house preferred provider, ON Site, and the event coordinator at least sixty (60) days in advance of the event date.
- Companies shall submit a Certificate of Insurance naming Cobb-Marietta Coliseum & Exhibit Hall Authority as certificate holder and additional insured at least thirty (30) days prior to move-in.
- A member of the Centre's public safety personnel must be present for the duration of move-in/move-out at the published rate with a 4-hour minimum per day. Charges are billed to the lessee.
- For outside companies, an ON Site technician will be required to coordinate the use of house sound and lighting systems. The cost for the technician is the responsibility of the lessee. House lighting controls are available for a rental fee per patch per day. A sound patch fee will apply.
- Electricity requirements to operate the company's equipment must be ordered through the event coordinator at least fourteen (14) days prior to move-in and will be billed to the lessee. Centre personnel shall perform all major connections to electrical systems. Additional labor fees may apply.
- Installation must be performed by the approved service contractor, rigging contractor, or other qualified personnel. If necessary, the engineering department will assist the appointed contractor in pre-event site inspections to determine the most practical way of rigging in leased areas. The installation of any item(s) not approved in advance may be prohibited. Companies shall make arrangements for any lift equipment necessary to install sets.
- All empty cases and containers must be stored on the trailer(s) or in an identified and approved area on the diagram. If cases/containers remain in the leased space, they must be at least 8 inches off the wall and cannot block doors. Corridors are designated as fire exits and storing equipment of any kind is strictly prohibited.
- All cabling that would traverse a doorway on the guest side or service side of the leased space must be flown over each doorway (add 40' cable per doorway). Back-stage cable must reside in cable trays.
- Access to fire exit doors and corridors must be maintained at all times. If draping is placed in front of an exit, an illuminated exit sign is required above an opening in the curtain. The opening shall be marked to be easily identified as an exit. This must be indicated on the diagram.
- All drapes must be fire retardant.
- Screens, carts and stands must be properly dressed in drape, and cables must be properly taped at 90-degree angles from the nearest wall with the only approved tape permitted on floor surfaces. See "tape" section.
- Wall protection must be used to ensure all equipment is left 8" off the wall.
- Security of all sound, lighting and production equipment is the responsibility of the outside audiovisual/production company.

- Removal or relocation of any Centre lighting, sound, electrical equipment or furniture shall be performed by Centre personnel only.

Cobb Galleria Centre reserves the right to refuse or deny building access to any company not adhering to the above listed rules.

Banners, Decorations and Posters: Decorations, posters, banners, non-Post-It flipchart sheets, etc. may not be taped, nailed or tacked to the painted or fabric surfaces of the decorative walls, columns or ceiling. All decorative materials must be flameproof in accordance with local fire regulations. Cobb Galleria Centre staff will hang up to two (2) banners complimentary within the ballroom, where space is available. A maximum of four (4) additional banners can be hung by Centre staff in the ballroom for a fee. Centre staff will hang a maximum of two (2) banners in the exhibit hall(s), for a fee.

Boardroom Furniture Removal: The permanent furniture in the boardrooms can be removed for an additional fee.

Building Structure and Interior Finishes: Modifications or alterations to the building structure or interior finish are not permitted. If modifications are required, these must be approved in advance by Cobb Galleria Centre and performed by or under the supervision of Centre personnel. Applicable modifications or alterations to the building structure or interior finish include but are not limited to removal of ceiling tiles, removal of lighting fixtures, removal or modification of doors and hardware, and cutting holes in dry wall or masonry.

Carpet Runners and Show Carpet: Carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Polyken is the only approved tape permitted on floor surfaces.

Confetti and Glitter: Glitter is not permitted in any area of the facility, and Cobb Galleria Centre must approve in advance the use of confetti. A cleaning fee will apply.

Damages: Lessee is responsible for any damage to the building, furnishings or equipment. Lessee and its contractors are required to inspect the facilities (accompanied by public safety personnel) prior to move-in and following move-out. Damages of any kind should be reported promptly to the event coordinator.

Dance Floor: Cobb Galleria Centre has a dance floor available for use in the ballroom and meeting rooms. The floor is permitted on carpeted surface only. It is subject to availability and a fee will apply.

Detrimental Conduct: Any conduct detrimental to the safety and proper operation of an event – such as excessive or illegal consumption of alcoholic beverages, abusive language, threats, assault, vandalism, theft and all other inappropriate actions – will result in immediate removal from the premises or arrest and prosecution as appropriate.

Drones, Unmanned Aerial Vehicles (UAV): Drones are permitted with proper license(s), insurance, and prior written approval from Cobb Galleria Centre. The FAA requires that all drone operators possess a certificate of aircraft registration, proof of ownership, and an identification number displayed on the drone. Drones flown outside the facility must have authorization from Dobbins Air Reserve Base. Inside the facility, drones are only permitted to operate inside the exhibit hall(s). Contact the event coordinator for specific information on submission requirements.

Emergencies, Safety, and Contract Security: In the event of an emergency such as a fire, bomb threat, inclement weather, medical emergency or criminal activity, notify the Cobb Galleria Centre public safety and the event coordinator immediately. All calls to outside law enforcement and medical response units shall be communicated to Cobb Galleria Centre public safety in accordance with the Centre's emergency operating procedures. Copies of these procedures are available upon request.

The safety of all occupants of the facility is a primary concern of the Cobb Galleria Centre. Any unsafe condition or activity should be reported immediately to Centre public safety and to the lessee. Within any work area and throughout the property, the following guidelines will be strictly enforced:

- Working personnel will abstain from drinking alcoholic beverages and from using illegal substances of any kind.
- Working personnel will refrain from roughhousing, fighting or practical jokes, and will abstain from speeding or reckless use of vehicles and equipment.
- To ensure the safety of exhibitors and attendees during move-in, show hours, and move-out, all privately owned vehicles must use the outside loading dock area for move-in and move-out only, remaining no more than 30-minutes. The Centre's public safety will develop a dock-marshaling plan.
- No gasoline, kerosene, diesel fuel or other flammable liquids may be stored permanently or temporarily inside the building. Refueling must take place a minimum of fifty (50) feet beyond the exterior of the building.
- Access to fire exit doors and corridors must be maintained at all times.
- Oil spills, loose or missing floor box covers, or any other visible safety hazard must be reported immediately to the event coordinator.
- Use of lasers and X-ray equipment is subject to review and approval by the Georgia Department of Human Resources-Radiological Division. Contact the event coordinator for specific information on submission requirements.
- Passenger elevators and escalators shall not be used to transport freight, including hand trucks, floats and similar equipment.
- Working personnel are not permitted to loiter or take breaks in public areas of the building.
- Exhibits that demonstrate or include target shooting, ball throwing, dart tossing and/or any other similar activity must provide adequate safeguards to protect patrons and the equipment of the Centre. Such activities must be approved in advance and adhere to all life safety codes.
- Events that involve practicing i.e., martial arts, dancing or cheerleading must take place within a leased space. Practicing in the concourse or public areas outside the leased space is prohibited.

Lessee is responsible for complete security within the leased areas and may be required to provide additional security in emergency exits, registration areas and ancillary spaces utilized for the event. Additional security arrangements for all events are the responsibility of the lessee and are subject to review and approval by Cobb Galleria Centre. The use of off-duty police officers to monitor events and for crowd control purposes are at the discretion of Centre director of safety and security. Charges are billed to the lessee. Contact the event coordinator for information regarding our preferred security vendors.

All security firms working with the Cobb Galleria Centre must be registered with the Georgia Secretary of State's Office and must comply with Georgia Code Title 43 Chapter 38 – Operators of Private Detective and Private Security Business. Upon request, firms must provide evidence of this registration. Contract security firms must submit a Certificate of Insurance for \$2 million naming Cobb-Marietta Coliseum & Exhibit Hall Authority as certificate holder and additional insured.

Contract security firms must submit a security plan outlining all post locations, dates, times and positions to be staffed at least fourteen (14) days prior to event move-in for approval by the Centre. After review by the Centre director of safety and security, the Centre may require additional post locations or additional time, and lessee is responsible for additional fees. Any changes made to the plan after the original approval will require additional review and approval. The Centre public safety manager is to be notified of any on-site changes.

Contract security firms must notify Centre public safety immediately when an incident is reported and provide the public safety manager with all incident reports regarding any criminal nature, illness or injury occurring on the Centre's property and must report any damage to property. The public safety manager must be notified during the shift in which the incident occurred.

Event Planning: An event coordinator and catering sales manager (if applicable) are assigned to all events to assist clients/show management with their event planning needs. A pre-event meeting with Centre staff is required for all exhibit hall events and ballroom events with rigging/production. For events with exhibitors, show managers must provide their exhibitor kit to the event coordinator for review and approval before publishing or sending to exhibitors.

Exhibition Cleaning and Trash Removal: The lessee receives the ballroom(s) and exhibit hall(s) in “broom swept condition” and must return the leased spaces(s) in the same condition or fees will apply. Broom swept condition is defined as removing trash/debris, tape and tape residue, spills, and sweeping or vacuuming the leased area(s). Cobb Galleria Centre staff will conduct an inspection with the lessee or representative of lessee prior to move-in and after move-out to ensure the leased space is received in and returned to “broom swept condition.”

Lessee and/or its service contractor is responsible for the complete removal of bulk trash, crates, pallets, packing materials, lumber, etc., throughout the dates of the lease agreement. "Bulk trash" is defined as material that cannot be removed with a broom. Additionally, the lessee and/or its service contractor must remove tape and tape residue from the floor or tape/sticker removal and/or additional floor cleaning fees will apply.

Lessee and/or its service contractors is responsible for providing all cleaning supplies and equipment (including trash tilt trucks) necessary for cleaning halls.

Lessee will be billed per trash haul with a minimum of one charge per exhibit hall. Pallets, large pieces of lumber, landscaping materials, and similar trash items may not be placed in the trash compactor or open top dumpsters and should be removed off the premises by the lessee, exhibitor, and/or service contractor.

The Centre provides janitorial services during show hours in all aisles, open spaces and restrooms, plus one thorough cleaning of these areas per day during non-show hours. The lessee is responsible for cleaning and trash removal in booths and in between aisles and under chairs in theater sets. The Centre is not responsible for cleaning show carpet. Fees will apply for additional housekeeping services. A separate floor cleaning fee will apply to food shows. Contact the event coordinator for specific information on food show requirements.

Firearms: Please refer to state of Georgia gun laws at <https://georgia.gov>

Georgia law provides for the owners of government buildings to use security personnel to restrict or screen ingress into a government building preventing weapons from being brought into government buildings. (o. C. G. A. Section 16-11-127). Cobb Energy Performing Arts Centre (“CEPAC”), Galleria Specialty Shops (“GSS”), and Cobb Galleria Centre (“Centre”) are government buildings within the meaning of Georgia law [o. C. G. A. Section 16-11-127 (2)].

The general manager of the Cobb-Marietta Coliseum & Exhibit Hall Authority is authorized to determine when security personnel shall be employed to restrict or screen ingress into the Cobb Galleria Centre and Galleria Specialty Shops. The general manager shall have the sole discretion to determine which events and which locations within the governmental building shall have ingress restricted or screened by security personnel and may delegate that authority to the managing director and assistant general manager. Events to be restricted or screened shall be marked with signs informing the public that no weapons are allowed, and such areas shall have security personnel restricting or screening ingress into those areas.

Fire Code Regulations: The National Fire Protection Association Life Safety Code and Cobb County Fire Code have been adopted with specific revisions and interpretations for events in this facility. Highlights of pertinent requirements are outlined below; however, not all regulations are included:

- Exhibit booths shall be constructed of non-combustible or limited-combustible materials.
- All drapes, curtains, carpet or any materials used must be flame retardant.
- Building signs for restrooms, concession stands, concession stand access doors and all fire exit doors

- and signs shall not be covered or blocked in any manner.
- Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in exhibit halls, ballrooms, meeting rooms, the loading dock corridor and bays, or fire exit areas. A minimum of one-hour fire rated room with automatic extinguishing system is required for storage.
- All vehicles on display must be chocked and may contain no more than one quarter (1/4) tank or five (5) gallons of fuel, whichever is less. Vehicles must have a locking cap and battery cables must be disconnected and taped (does not apply to electric and hybrid vehicles). No vehicles may be moved during event hours. A Vehicle Authorization Form must be completed and returned to the Centre for approval at least twenty-one (21) days prior to the event start date.
- All welding, cutting or spark producing activity must be performed on a concrete surface, have at least one (1) fire extinguisher, a five (5) gallon water bucket, sand bucket and a flame-resistant shield. Note: Fire Watch is required with any spark producing activities, with charges to the lessee.
- Pyrotechnics must be approved at least sixty (60) days in advance by the Cobb County Fire Marshal's office, and a probate court permit is required.
- An automatic extinguishing system must be installed for exhibit booths greater than (300) square feet and covered with a roof/ceiling. Coverings constructed of open-grate or listed dropout ceilings are not considered ceilings.
- Refueling and storage of all fuel must be done outside the facility.
- Access to fire exit doors and corridors must be maintained at all times. If draping is placed in front of an exit, an illuminated exit sign is required above an opening in the curtain. The opening shall be marked to be easily identified as an exit. This must be indicated on the floor plans.
- Cross aisles must be a minimum of 8-feet wide.
- Perimeter aisles and all points of ingress and egress must be a minimum of 10-feet wide.
- Dead end corridors must be no longer than 20 feet.
- Public spaces must maintain a center aisle of 20-feet wide or perimeter aisles on both sides of 10-feet wide.
- All fire hoses, extinguishers and standpipe cabinets must be kept clear of all obstructions and cannot be blocked at any time.
- Space between tables shall be as follows:
 - A. The minimum width of aisles serving seating at tables shall be forty-four (44) inches/ (112) centimeters when serving an occupant load greater than fifty (50), and thirty-six (36) inches/ (91) centimeters when serving an occupant load of (50) or fewer.
 - B. Where non-fixed seating (chairs) is located between a table and an aisle, the measurement of required clear width of the aisle shall be made to a line (19) inches/ (48.3) centimeters away from the edge of the table. The (19) inches/ (48.3) centimeters shall be measured perpendicularly to the edge of the table.
- Cooking equipment requirements are as follows:
 - A. The use of LP-gas cylinders is prohibited.
 - B. Cooking devices shall be isolated from the public by at least (48) inches/ (121.9) centimeters or by a barrier between the devices and the public.
 - C. Single-well cooking equipment using combustible oils or solids shall meet all of the following:
 - 1. The equipment shall have lids available for immediate use.
 - 2. The equipment shall be limited to (24) inches/ (61) centimeters of cooking surface.
 - 3. The equipment shall be placed on non-combustible surface materials.
 - 4. The equipment shall be kept at a horizontal distance of at least (24) inches/ (61) centimeters from any combustible and non-combustible material.
 - D. Multi-well cooking equipment using combustible oils or solids requires a NFPA 96 hood system. Exception: units (288) square inches or less of cooking surface.
 - E. Combustible materials in booth shall be limited to a one-day supply.
 - F. A portable 20-b.c. fire extinguisher shall be provided within the booth for each cooking device or an approved automatic extinguishing system.
 - G. For larger cooking equipment (i.e., grills, fryers) the following guidelines shall apply:
 - 1. If the equipment can use natural gas, a gas line shall be run to the equipment and

- hooked up by Cobb Galleria Centre personnel.
2. For equipment that cannot use natural gas, a maximum of a 2 lb. Lp gas capacity container may be used. If more than one piece of equipment will have a tank, the tanks shall be separated by at least (20) feet. A maximum of four tanks are permitted at one time within the same event space. Tanks shall not be manifold together, and spare tanks must be stored outside of the facility.
- H. A NFPA 96 hood system may be required, depending on the type of cooking to take place.
 - I. The event coordinator must be provided with a Cooking Authorization Form, a manufacturer's spec sheet describing the type and purpose of equipment that will be used and a booth layout indicating the exact location of all equipment.

Plans will not be approved until all required information is received by the fire marshal's office. Any exhibits set up without approved plans could result in closure of the exhibit by the fire marshal's office.

Fire Watch: Fire watch and/or fire inspection will be required for certain events as determined by the fire marshal and Cobb Galleria Centre director of safety and security. Fire watch is typically required for the following:

- A show utilizing cooking equipment, constructing a kitchen area, exhibits or demonstrations using such equipment and fireplaces with open flame
- ANY fire protection system is taken offline and/or out of service
- Temporary stage construction
- Fire department access is temporarily obstructed to our building
- Pyrotechnics are used in the building
- Crowd size and/or flow
- An event promoter or underwriting insurance company
- Any production of sparks, grinding, haze/smoke effect, concert/performance

The Cobb County Fire Marshal's office will provide services for fire watch and/or fire inspection at the published rate. Fees are billed to the lessee.

First Aid Medical Services: First aid medical services are required at least thirty (30) minutes before, during, and at least thirty (30) minutes and up to two (2) hours after any scheduled activity taking place in the exhibit hall from move-in through move-out (including show days). Public Safety Management will work with the approved provider to arrange first aid services for the required times. Fees are billed to the lessee.

- The first aid contractor shall provide all first aid supplies.
- The first aid room is located across from Hall D. All medical personnel shall remain in the designated first aid room unless called out to an emergency location within the facility. At no time shall first aid personnel loiter in non-contracted areas within the facility.

Request for emergency assistance should be directed to Cobb Galleria Centre public safety or show security who should immediately contact first aid personnel. Centre public safety should be informed immediately of all accidents reported either directly or indirectly to first aid. The Centre is responsible for all emergency ambulance activities and dispatch. The first aid personnel will notify public safety of a medical situation requiring emergency dispatch.

Cobb Galleria Centre does not pay for any doctor or hospital expenses. Any inquiries for claims should be directed to show management.

Floats: Floats and carts are available upon request at public safety and are subject to availability. A valid driver's license is required as a deposit. When a service contractor is in use, contractor will be responsible for providing floats/carts.

Floor Plan and Special Event Permit Approval Process:

The Fire Marshal must review and approve floor plans and issue a Special Event Permit for events utilizing **any** of the items listed below, and the client will be charged a fee at the Centre's published rate.

- Food sampling that requires cooking/food warming
- Vehicles, trailers, motor homes
- Live music/DJ
- Filming, radio and/or television broadcasting
- Display booths larger than 300 sq. feet with a cover
- Multiple display/exhibit booths
- Tents/canopies
- Special amusement/structures
- Open Flame (fireplace, campfires, fire pits, and candles)
- Pyrotechnics
- Flame effects
- Spark production
- Generator
- Propane or other flammable gasses
- Flammable or combustible liquids
- Heaters (gas or electric)
- Alcohol served by outside vendor
- Stages, platforms, stairs and/or ramps
- Smoke/haze producing devices
- Inflatables, hot air balloons, bounce houses
- Special effects (laser, cryogenics, and confetti/streamer cannons)
- Carnivals/circus/fairs
- Barricades or objects that may obstruct fire department vehicle access
- Remodeling/construction due to the event
- Fire protection systems on the property

Event plans and floor plans must be submitted to the event coordinator as follows:

- **Events with exhibitors:** initial floor plans at least ninety (90) days prior to the event and final floor plans at least twenty-one (21) days prior to the event
- **Events without exhibitors:** at least twenty-one (21) days prior to the event
- **Modified floor plans:** The fire marshal will not approve any modifications to floor plans within fourteen (14) days of the event without imposing an additional fee (outlined below).

The Fire Marshal will assess an additional \$1,500 rush fee for expediting plans received within fourteen (14) days of the event.

- Guidelines for acceptable floor plans with exhibitors are:
 - A. All points of ingress and egress must have a minimum of 10-feet of clear space on all sides.
 - B. All cross aisles must be a minimum of 8-feet wide.
 - C. All perimeter aisles must be a minimum of 10-feet wide.
 - D. A person shall have to travel no more than 200 feet to an exit.
 - E. Dead end corridors shall be no longer than 20 feet.
 - F. All fire hoses, extinguishers and standpipe cabinets must be kept clear of obstructions and cannot be blocked at any time.
 - G. Any visual and/or physical obstructions to fire exit doors are strictly prohibited.

H. Building graphics, restrooms, and storage areas shall not be blocked.

I. A minimum of a 20-foot area must be maintained in front of concession stand(s), and pipe and drape cannot be placed in front of the stand(s).

- All floor plans should have the following clearly labeled for submission:
 - A. Name & date of event, event space, square footage and dimensions of area
 - B. Floor plan developer, date of initial drawing and subsequent revisions
 - C. All fire exit doors labeled in red
 - D. Total number of exhibit booths (if applicable) and booth sizes
 - E. Height and location of any drape utilized to reduce the event space
 - F. Kitchens, open flames, cooking, etc. inside of the building must be noted
 - G. Location of vehicles, gas lines, bone yard, and/or registration counters

All questions and requests for variances of code must be submitted in writing to the event coordinator at least thirty (30) days in advance for review and approval. After review, the requests will be sent to the fire marshal for final authorization and approval.

All floor plans must include the specification sheets and authorization forms for any vehicles, cooking, heating and gas lines or the floor plan will not be submitted for approval.

Food and Beverage Service: Cobb Galleria Centre retains the exclusive right to provide, control and retain all food and beverage services within the Cobb Galleria Centre. Concessions, the sale of alcoholic or non-alcoholic beverages, and the provision of snacks, treats or candies are included under this provision. A company/organization may not bring any food, beverages and/or alcoholic beverages for use in the hospitality lounge, staff offices, or backstage areas.

All food and beverage samples or traffic promoters brought into the Centre must have approval from the Centre in writing prior to the event and adhere to the following guidelines:

Food & Non-Alcoholic Beverage Sampling:

A company/organization may only distribute samples of food and beverage products that the company/organization produces or sells in its normal day to day operations. Samples may only be distributed in such quantities that are reasonable in order to promote the merchandise.

- Food samples are limited to a “bite size” sample.
- Samples of non-alcoholic beverages are limited to a 4 oz. maximum.
- A written description must be submitted in advance to the Centre that details the product and portion size to be sampled. The Centre will provide approval of sampling arrangements to the sampling company/organization in writing only. Additionally, temporary food service permits must be obtained from the Georgia Public Health Department 30 days in advance of the event.
- Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm and are germane to the business.
- General food and beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the Cobb Galleria Centre.

Traffic Promoters:

“Traffic Promoters” (i.e. coffee, bottled water, candy, popcorn, etc.) that are of a type that compete with products vended by the Centre are not permitted.

Sampling & Donated Alcoholic Beverages:

All alcoholic beverages used for sampling purposes must have approval from the Centre in writing prior to the event and adhere to the following guidelines:

- All product must be delivered from a licensed Georgia wholesaler and arrive with an invoice priced no less than the “laid-in” cost to the wholesaler.

- Only registered non-profit companies/organizations may sample donated product
- Samples of alcoholic beverages are limited to (1/2) one-half ounce of distilled spirits and (2) two ounces of beer or wine.
- Cobb Galleria Centre staff must dispense all alcoholic beverage samples. Fees will apply.

All of the aforementioned policies will be strictly administered. Any violation of these will result in the removal of product from the show floor.

Liability:

The sampling company/organization will be fully responsible for any and all liabilities that may result from consumption of their products and shall waive any and all liability against the Centre.

Alcohol Consumption:

State law prohibits alcoholic beverages from being brought into the Cobb Galleria Centre. The Centre will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or persons who, in the Centre's food and beverage staff's sole judgment, appear to be intoxicated. No alcoholic beverages or containers may be removed from the premises. Centre director of food and beverage reserves the right to restrict bar operations in compliance with the following conditions:

- The bar must be opened in conjunction with a food buffet or meal.
- The lessee must fulfill all required contracts and comply with all terms and conditions.

Fog Machines: Only water-based machines are permitted. The event coordinator must be contacted twenty-one (21) days in advance for approval. Fire Watch will be required as determined by the fire marshal and Cobb Galleria Centre director of safety and security. Fees are billed to the lessee.

Heating, Ventilation, and Air Conditioning (HVAC): Ballrooms and meeting rooms: the HVAC throughout the facility will be controlled to maintain comfortable temperatures during event hours. If not in use, the temperature in certain areas of the facility may be adjusted to operate more efficiently. Direct requests for changes to room temperatures must be communicated to the event coordinator. Only Cobb Galleria Centre personnel may adjust the HVAC system, local controls and thermostats in event spaces. The outside doors of the facility should not be propped or held open.

Exhibit halls: Regular air conditioning and heating is included for contracted show days during event hours, rehearsals and in-hall registrations. Temperatures for move-in, move-out and outside of show hours will be kept at maintenance levels. A fee will apply if HVAC outside of event hours is requested unless otherwise restricted due to adverse weather conditions (i.e., outside temperature, humidity). Requests for special arrangements for HVAC services (e.g., specific temperatures, humidity levels) should be directed to the event coordinator fourteen (14) days prior to the event.

Ground Transportation Services:

- Hotel and airport shuttle van services must pick-up/drop-off in the designated area outside the rotunda entrance. Staging vehicles in this area is prohibited.
- All other bus services must pick-up/drop-off at the east concourse entrance of the Cobb Galleria Centre and follow the below guidelines:
 - A. Parking shuttle buses or other vehicles on sidewalks or grassed areas is strictly forbidden.
 - B. Staging buses, taxis, vans, trucks, limousines or other vehicles is prohibited. Cobb County Police and Childress Klein Properties regulate roads and curb lines in the area surrounding the facility and monitor restricted vehicle activity.
 - C. Signage for shuttle bus stops may be temporarily installed for events with advance approval from the Centre.
 - D. For all shuttle bus services, a supervisor is required during all hours of operation at the

termination area. Any service using five (5) or more vehicles must have a minimum of one (1) security officer to assist in all vehicular and pedestrian traffic control on the public streets.

- E. A written plan of operation with shuttle times, dates, number of buses and incorporating all the above items must be submitted to the event coordinator at least thirty (30) days in advance for approval.

Helium Balloons: Helium balloons may not be distributed inside the building. Exceptions may be considered when balloons are used for event decorations if approved by the event coordinator. All authorized balloon displays should be inflated prior to arrival or inflated on the loading dock. A balloon removal fee may apply.

High Security Locks: Cobb Galleria Centre has the capability to convert the full ballroom and meeting rooms to high security status by re-coring the standard locks. This service is recommended for any spaces in which valuable products or other materials will be stored. A maximum of four keys per room are available at published rates. Additional keys may be available upon request to the event coordinator. Availability is limited and a fee may apply. Lost or unreturned key(s) will be charged to the lessee at the published rate.

Internet Services: Cobb Galleria Centre offers Public Wi-Fi on an “as is” and “as available” basis. The Cobb Galleria Centre’s public network is not a secure network and is subject to interference and manipulation beyond the Centre’s control. The Centre does not warrant that this service will be uninterrupted, error free, free of viruses, or other harmful components. Users should be aware that there is security, privacy, and confidentiality risk inherent in public networks and the Cobb Galleria Centre does not make any assurance or warranties relating to such risks. By using the public network, users agree that the Cobb Galleria Centre is not liable for any costs or damages arising from the use of its networks. Use of the Centre’s public network is intended for basic web usage and will not handle certain services such as, but not limited to: Live Streaming, Points of Sale, Credit Card Processing, VPN Connections, Web Conferencing, Home Automation, Smart Devices and other IoT devices or event registrations. Premium internet options are available for purchase for needs beyond basic web usage.

Inventory: Cobb Galleria Centre's equipment inventory is available on a first request, first served basis. Once inventory is depleted, it is the lessee's responsibility to rent additional equipment from a service contractor or an outside vendor.

Labor: Georgia is a “right-to-work” state. The Cobb Galleria Centre, as part of the Cobb-Marietta Coliseum & Exhibit Hall Authority, does not have any relationship with any organized labor union or other collective bargaining organization.

Lactation Room: A lactation room for nursing mothers is available upon request. A request can be made at the concierge desk located in the rotunda.

Loading Dock Parking: Parking at the loading dock is restricted to authorized personnel only. Dock passes may be issued on a limited basis through the event coordinator. Vehicles must display the dock pass on the dashboard and comply with all customary parking regulations. Failure to comply may result in removal of vehicles at the owner's expense. Dock passes are not valid during move-in/move-out.

Marquee Sign: An outdoor marquee that displays Cobb Galleria Centre events is available at no charge for events in the exhibit halls, ballrooms and the Gallery. Only informational messages related directly to the event are allowed and limited to text (approximately 30 characters) with an eight second display.

The Centre does not allow advertising messages, phone numbers, ticket prices, proper names, “free” announcements, dates or website addresses. Events are posted on the marquee only on event day(s). Content, placement and frequency of message is subject to approval by the Centre. Additional time or space may be available for an additional fee. Contact the event coordinator regarding all marquee requirements.

Move-In and Move-Out: Prior to move-in, the lessee must identify a representative to participate in a required move-in/move-out inspection. Cobb Galleria Centre has five points of entry, which are restricted to certain types of move-in/move-out. Service contractors and production companies must enter the building through the back loading dock off Galleria Parkway. Exhibitors must use the back loading dock off Galleria Parkway or Hall D roll-up doors at the east lot entrance, if authorized. Meeting room/ballroom lessee may utilize the glass doors in the rotunda or east concourse entrance for the move-in and move-out of small amounts of items and materials. Such materials may be transported through the rotunda entrance or east concourse entrance by hand, cart or rolled luggage/carrier with no more than two wheels. **Off-loading in the main rotunda entrance is strictly prohibited. Never leave vehicles unattended in the rotunda circle.**

Cobb Galleria Centre has twelve (12) dock bays and five (5) roll-up doors. Two (2) dock bays are assigned to each exhibit hall and one (1) to the full ballroom. The Centre's public safety manager will coordinate the assignment based on building activity, and the event coordinator will inform the lessee of dock bay assignments. The Centre manages the loading dock area for all events with exhibitors. A dock management fee will apply. Limited staging is available in the following areas with advance written approval from the Centre:

- Marshaling yard located on Cobb Galleria Parkway (for a fee)

The responsibility of marshaling trucks/vehicles to and from staging sites belongs to the lessee/service contractor/production company.

All trucks and vehicles must be removed on or before the contracted ending time or the vehicle will be towed at the owner's expense.

All service contractors, production companies, and exhibitors shall adhere to the following rules while utilizing the dock:

- All empty cases and containers must be stored on the trailer(s).
- Staging trucks or personal vehicles in the loading dock area, Galleria Parkway or any unauthorized area is prohibited.
- Bone yard equipment must be removed.
- Double-parking vehicles, blocking fire lanes, loading/unloading in unassigned areas, parking in the restricted (permit only) area along the retaining wall is prohibited.
- Ramp leading to and from the loading dock must always remain clear of parked vehicles.
- Loading/unloading of personal vehicles is limited to the allotted parking spaces along the retaining wall with a thirty (30) minute time restriction and must be moved upon completion.
- Remove motorized equipment (scissor lifts, snorkel lifts, forklifts, etc.) during show hours and at completion of move-out.
- All propane tanks must be removed from inside the facility including the staging and storing of motorized equipment.
- Individuals under the age of 18 are not permitted in the leased space during move-in/ move-out.
- Follow the safety regulations outlined below:
 - A. Forklift drivers must be certified and show credentials.
 - B. Forklifts must have backup alarms and horns. Drivers must alert with horn when entering/exiting through roll-up doors.
 - C. Forklifts must be driven slowly and safely – pedestrians always have the right-of-way.
 - D. Trailers loaded and unloaded by forklifts must have their wheels chocked.
 - E. Propane canisters (empty or full) must be stored in an upright position in the secured area on the retaining wall.
 - F. Forklifts may not be used to lift trailers if they are stuck or hung up. A tow truck must be called to remove such trailers or vehicles.
 - G. Storing forklifts, scissor lifts, snorkel lifts, etc. in the exhibit hall is prohibited.
 - H. Personnel must employ all regulations as outlined in life safety 101.

Flooring in the facility must be protected from damage caused by crates, dollies, hand trucks, equipment, etc., by installing a layer of carpet shield or Masonite during move-in, show days and move-out. The Centre will provide Masonite for all ballroom events that utilize a production company. For unusually heavy items, additional measures such as plywood sub flooring may be required. Motorized vehicles, forklifts, gas or electric carts, bicycles, and similar equipment may not be operated on any carpeted area of the Centre.

All doors used for freight entrance and exit must be covered to protect the panic hardware, locking devices and painted surfaces.

No crates or cases may be stored in any area of the building or on the loading dock. Bone yards in leased space must be approved in advance through the event coordinator.

Multi-Story Exhibit Booth: The fire marshal has provided basic guidelines for compliance with paragraph 9-4.4.3.7 of NFPA 101 life safety code, which governs multi-level exhibit booths. In addition, Cobb Galleria Centre has developed further guidelines appropriate for the safe and orderly operation of these facilities. These guidelines are as follows:

- Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area
- The exhibitor will provide for a fire watch within the booth space. Personnel providing fire watch services must be supplied with a class 2a10bc fire extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers
- Spiral stairways are not recommended for areas occupied by the public, visitors or clientele and must be approved in advance by the fire marshal and the Centre
- Exhibit booth plans must be submitted to the event coordinator for review a minimum of sixty (60) days before move-in. There must be a licensed structural engineer's stamp of certification on all plans
- The upper deck of multi-level exhibits greater than 300 square feet in area shall have at least two (2) remote means of egress
- Areas within the exhibit booth that are completely enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) where such space leads to an exit (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space)
- Multi-story structures must have a minimum of a 3-foot guard rail along all sides being utilized

Music Licensing: The Cobb Galleria Centre does not furnish any licensing agreements with American Society of Composers (ASCAP), Broadcast Music, Inc. (BMI), or Society of European Stage Authors and Composers (SESAC).

Therefore, it is important that a separate licensing agreement is obtained prior to the use of copyrighted music during the event. Without the possession of the appropriate licenses, the Centre is unable to provide the audio systems for playback of ASCAP, BMI, or SESAC material.

OSHA Compliance: Compliance with OSHA regulations is the responsibility of the lessee and its contractor. OSHA mandated personal protective equipment must be utilized at all times (i.e. full body harness for boom/snorkel lifts).

Parking: Cobb Galleria Centre offers over 1,600 self-parking spaces in three (3) on-site parking decks at the daily published rate.

- There are two pay-per-plate areas on campus that charge at an hourly rate, and no complimentary parking or validations are accepted at these locations.
- Payment is due by credit/debit card only – no cash accepted – or validation ticket. Failure to make payment or use of a validation ticket will result in the vehicles being removed at the owners' expense without warning

- Three pay-on-foot stations are conveniently located inside the Centre (rotunda, concourse, center court of the Galleria Specialty Shops).
- The lessee is provided complimentary parking validation(s) based on contracted event space(s) and date(s).
- Parking methods to service customers are at the discretion of the Centre based on building activity. Contact the event coordinator for specific information.
- Pricing is subject to change and/or is listed at the prevailing rate.

All parking facilities are managed by Reef Parking Solutions and reserved for customers and employees of Cobb Galleria Centre and Galleria Specialty Shops.

Photography/Videography: Professional photographers and videographers hired by the lessee are permitted to take photos/videos within the contracted event space on contracted event dates. Outside of the contracted space and dates, photographers and videographers will not be permitted at the Cobb Galleria Centre without prior written approval. The lessee shall submit, in advance, a request to the event coordinator describing requested shoot schedules and locations. Photography sessions shall not obstruct guest traffic or interfere with the guest experience in any way. Photography of Centre architecture or artwork or usage of Centre interiors as a backdrop must be approved by the marketing manager. Commercial photographers and videographers not working on behalf of a lessee of the Centre are not permitted on property.

Planters and Furniture: Planters, furniture and other Cobb Galleria Centre equipment may not be moved or repositioned without prior authorization.

Public and Common Areas: Public and common areas of the Cobb Galleria Centre are not considered contracted space and are not under the lessee's control. All activities utilizing such space for registration, displays, special events and breaks must be approved in advance by the Centre. Additional fees may be incurred if public space is used for revenue-generating exhibits.

Public Ticket Sales: Lessee is responsible for all required licenses and payment of all admission taxes required by the government. Show management shall provide fifty (50) complimentary tickets for exhibit hall events to the Centre for its exclusive use.

Pyrotechnics: The use of pyrotechnics is strictly regulated by the Cobb County Fire Department. Facility rules and regulations are designed to ensure safety for all attendees and workers as well as to protect the facility. The national fire protection association (NFPA) code 1126 shall be referenced as an overall guideline for such activities subject to additional requirements described below:

- The use of pyrotechnics within the facility shall be approved in advance by Cobb Galleria Centre. The lessee is directly responsible to the Centre for all pyrotechnics within the facility.
- The pyrotechnics contractor shall hold a valid federal license for use of low explosives from the U.S. Department of the Treasury-Bureau of Alcohol, Tobacco and Firearms. A copy of this license must be provided to the event coordinator.
- The pyrotechnics contractor shall apply for, and comply with, all permits and requirements of the Cobb County Fire Marshal's office and shall provide copies of approved permits with submittals.
- In addition to the requirements of the fire marshal and the Centre, the pyrotechnics contractor shall prepare and submit five copies of a complete description of the pyrotechnic activity as follows:
 - A. Scale plot showing exact location, number, and type of devices
 - B. Narrative of program including schedule of activities, number of certified pyrotechnic operators on duty and locations
 - C. Protective materials and equipment for workers, attendees and building furnishings
 - D. Location and number of fire extinguishers provided for activity
 - E. Schedule for performing pre-event pyrotechnic test
- The pyrotechnics contractor shall provide certifications on materials and products used in the

- pyrotechnic display affirming absence of hazardous gases and materials.
- The pyrotechnics contractor shall contact the event coordinator sixty (60) days in advance of the event to coordinate specific requirements of the building's HVAC and fire alarm systems. Lessee will be invoiced for additional Centre personnel required for this activity at the published labor rates.
- The pyrotechnics contractor shall provide a current certificate of insurance for review by the Centre at least thirty (30) days in advance of the event. The certificate shall be issued for \$5 million in liability by a carrier recognized by the state of Georgia. It shall name the lessee, Cobb-Marietta Coliseum and Exhibit Hall Authority and the Cobb County Fire Marshal as additional insured and as certificate holders.

Registration Space: Reasonable space may be provided for registration purposes and must be approved in advance by Cobb Galleria Centre. Floor plans for usable space are available upon request. See “Public and Common Areas” section.

Rigging:

- Any plans and specifications for all proposed rigging to the structure or ceiling of the exhibit hall and ballroom must be submitted to the event coordinator at least twenty-one (21) days in advance of the event for review and approval. Rigging plans must show attachment details and weight per rigging point.
- Installation must be performed by the approved service contractor, rigging contractor, or other qualified personnel. If necessary, the engineering department will assist the appointed contractor in pre-event site inspections to determine the most practical way of rigging in contracted event spaces. The installation of any item(s) not approved in advance will be prohibited.
- All exhibit booth signs, banners, booth ceilings or canopies, lighting grids or other exhibit related equipment should be free standing and floor supported. Attachment to exhibit hall ceiling beams or trusses is prohibited except when approved in writing by the Centre and installed by the service contractor.
- For unusual items and installations of items weighing more than 500 pounds, the use of spreader beams may be required. Bridles, except for in-line bridles, are prohibited.
- All rigging to pre-engineered or approved hanging points will be in accordance with the approved rigging plan submitted prior to the event.
- All rigging shall be performed in a safe manner utilizing proper tools, equipment and safety devices (including personal protection equipment).
- All lifts utilized at Cobb Galleria Centre shall be in safe operating condition, and all safety devices (outriggers, etc.) shall be in place prior to use.

Right to Quiet Enjoyment: Lessee agrees to keep amplification at a level that cannot be heard in the adjacent spaces or common areas of the Cobb Galleria Centre. Lessee must maintain a decibel level of less than 80 dB in the exhibit halls and less than 70dB in the ballroom and meeting room spaces unless a buffer space is contracted. If a buffer space is contracted, lessee must maintain a decibel level of less than 85dB in the exhibit halls and less than 75dBs in the ballroom and meeting room spaces. A sound check in any event space cannot exceed 100 dB or occur during meeting/show times of events in adjacent spaces unless a buffer space is in place. A schedule with sound check dates/times must be submitted to the event coordinator twenty-one (21) days prior to event.

Safety and Security: Cobb Galleria Centre personnel, clients, service contractors, suppliers and other approved vendors must wear identification badges at all times to enter and exit leased spaces through specified service access doors.

Shipping and Receiving: Cobb Galleria Centre will not accept advance exhibit hall freight or packages shipped to the facility; shipment must be handled by a service contractor. All shipments delivered to the Centre during the lease period must be addressed to the attention of the service contractor to receive and handle.

Meeting and ballroom shipments will be accepted no earlier than 72 business hours prior to the lease period

and will be returned to sender C.O.D if received earlier. Packages up to 150 lbs. gross weight will be accepted and stored in a secure area. Packages may be picked up or delivered to the leased space on the day of the event and will require signature upon turning over shipments from the Centre's staff. Shipments and materials will be charged accordingly.

Ship packages to **Two Galleria Parkway, Atlanta, GA 30339**. The shipping notification form (available on the Cobb Galleria Centre website) should be completed and attached to the package. At a minimum, include the event name, date of function, event location and booth number (if applicable).

To ship packages from the Centre, contact the public safety office at 770-989-5065. A street address, account number, and a carrier (scheduled by the sender) must be identified on the shipping label.

Signage: All signs/graphics in public areas, meeting rooms or ballrooms must be custom created and measure 22" x 28." Hand-written signs are not permitted.

Exhibitor signs, banners and other forms of advertisement are limited to the exhibit halls. No exhibitor advertisement will be permitted in public areas without the written approval of the Cobb Galleria Centre.

Sign locations for the lessee are limited to the following areas: the concourse and pre-function areas (cannot block center walkway) and outside of leased spaces. Signs are prohibited in the rotunda area without advance written approval from the Centre. Labor and equipment fees associated with the hanging of signs and banners may apply.

Event and aisle signs, banners, and graphics may be installed in exhibit halls through the service contractor. These signs are subject to review and approval by the Centre. Signs or decorations may not block permanent facility graphics and may not be attached to any building structure.

Smoking: Cobb Galleria Centre is a non-smoking facility. This includes traditional cigarettes, pipes, cigars, e-cigarettes and any vaping product or device.

Soliciting: Soliciting of any kind is prohibited on the premises.

Staging/Risers: Cobb Galleria Centre maintains an inventory of portable riser units in 6' x 8' pieces (16" or 24" high) and staging units in 4' x 8' pieces (30" or 44" high, available in 2" increments). Riser/staging is available upon request and is subject to available inventory. A fee may apply.

Stakes: Stakes for tents are prohibited in all parking areas and on the grounds of Cobb Galleria Centre.

Tape: Lessee and its service contractor are responsible for the removal of tape, tape backing and tape residue marks on the facility floor and equipment. Fees will apply to remove tape and/or tape residue. Polyken is the only approved tape permitted on floor surfaces.

Telephone Service for Consumer Shows: Cobb Galleria Centre offers VoIP phone services for purchase. Cobb Galleria Centre office phones are reserved exclusively for Centre business. The Centre's number may not be published as an official show or convention telephone number.

FREQUENTLY CALLED NUMBERS

Accounting	770-989-5094	
Administration	770-955-8000	
Business Center	770-989-5043	
Concierge	770-989-5030	
Engineering	770-989-5016	– services@cobbgalleria.com
Event Services	770-989-5106	
First Aid Room	770-989-5219	
Food & Beverage	770-989-5058	
Information Technology	770-989-5102	– helpdesk@cobbgalleria.com
ON Site	770-989-5045	
Parking	404-229-1829	
Public Safety	770-989-5065	
Sales	770-989-5022	– events@cobbgalleria.com
Shipping/Receiving	770-989-5092	

Revised June 2022. These guidelines supersede all previous versions and are subject to change at any time without prior notification.